



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**January 13, 2014**

**Approved: January 27, 2014**

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk (arrived ≈7:20 PM); Les Fox, Member; Raid Suleiman, Member and Jim Gorman, Member

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Amoroso called the meeting to order at 7:06 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Amoroso read the announcements.

**APPOINTMENTS**

- Town Assessor, Ruth Anderson, was present to continue the discussion on increasing the Assessor's hours. Assessor Anderson advised that an Assessor's office in a liked-sized community is typically staffed 60+ hours a week (i.e. full-time Assessor & part-time support). She is looking at adding just eight additional hours a week for the current fiscal year. There was discussion as to budgeting for an increase for FY 15. Anderson noted that, based on her review, she will not be able to resolve all of the identified backlogs, gaps and data deficiencies until well into FY 15. She further noted that this project is in addition to the regular workload. TA Shaw spoke to the staffing arrangements under the two previous Assessors. Member Fox moved to authorize the increase in hours for the Town Assessor, effective immediately, from twenty-four to thirty-two hours per week for the balance of FY 14, and further, to forward to the Finance Committee for approval the request to transfer \$3,089.84 from the Reserve Fund to account #001-141-5100-5112, Assessor Salary for the balance of this fiscal year. Seconded by Member Suleiman. **Approved 4-0 (Member Stemple not present for vote).**

*The Board took Agenda Item #4a, out of order.*

**MINUTES**

- Member Gorman moved to accept the minutes for the regular session, January 6, 2014, as revised. Seconded by Member Suleiman. **Approved 4-0 (Member Stemple not present for vote) .**

**APPOINTMENTS (Continued)**

- Police Chief Warren Ryder was present to discuss the FY 15 Police & Dispatch budgets and potential warrant articles. Finance Committee member Jim Ham was present for this discussion. Chief Ryder opened discussion by updating the Selectmen on his efforts to fill the vacant patrol officer position. A candidate should be chosen by the end of the month and will then be presented to the Selectmen. Chief Ryder referred to his FY 15 Budget presentation; opening discussion on the FY 15 Dispatch Budget with a summary of the overall changes. Selectmen asked Chief Ryder to expand on Dispatch's overtime budget lines. He noted that contractual obligations, "Earned Time" and the tenure of the current staff have a significant effect on this budget. Chief Ryder noted that he anticipates that this amount will be reduced prior to Town Meeting due likely staffing changes that will reduce average seniority. Chief Ryder noted that he had prepared a breakdown as to overtime, he just did not have it with him tonight but that he could forward the data. There was a discussion about possibly retaining additional part-time staff to cover these slots and the difficulties that the Chief has encountered when he previously sought to hire part-time dispatchers. The Chief moved onto the Police Budget, again, starting with a summary of the overall changes to this budget. Regarding the salary section: Chief Ryder is currently in contract negotiations with the Town so the FY 14 number is the placeholder here; there is a 5.3% increase for Officers pursuant to their contract and 4% placeholders for Clerical Support and for Special Officers. Historically, the budget for Lock up Attendants has been underfunded so he has increased it by 17%, to address this in FY 15. Discussion moved to expenses. Chief Ryder updated the Board of the status of the department's vehicle fleet - two

vehicles were unexpectedly replaced this year so 80% of the fleet is currently under warranty. There was a discussion on the type of vehicles that are being acquired and the outfitting that is necessary for a police vehicle. Chief Ryder spoke to the proposed capital articles – Replacement of 10 computers; Public Safety Needs Analysis; and Public Safety Communication. Possible alternative funding sources i.e. grants, were also discussed.

*The Board took Agenda Item #5, out of order.*

#### **SELECTMEN REPORTS**

- Member Fox reported that he met with Chief Ryder and FinCom’s John Rosamond, to review the police & dispatch budgets.

He also reported that he continues to work with Chief Ryder and TA Shaw on identifying what is needed to prepare the IT infrastructure for the server upgrades. TA Shaw added that CISCO will be donating several server racks for this project.

Member Fox reported that he and TA Shaw met this morning with CoA Chair, Frank Powers concerning the renewal of the Community Center’s lease.

He reported that, this morning, he and TA Shaw also participated in a meeting of the Regional Economic Development Committee (REDC) among those present were representatives from Littleton and Westford. Some of the matters discussed – CrossTown Connect; status of the towns’ respective EDC activities and tax classification determinations.

- Member Suleiman reported on Energy Committee activities. A MAPC representative attended a recent meeting and they are working with TA Shaw on a proposal for the Town to access “Green Communities” funding. The EnCom is considering an article for Town Meeting but they are still working out the specifics. He updated the Board on EnCom efforts as to the installation of energy efficient window curtains for Town Hall – expanded from original proposal for just the Grange Meeting Room. EnCom will be coming before the Board to discuss their proposal. BICAO Lindberg has attended EnCom’s discussions on this.
- Member Stemple reported on Steele Farm Advisory Comm. activities. The Conway School is unable to do the Management Plan study this spring, they are looking at this fall or maybe even next spring (2015). SFAC intends on coming to an upcoming meeting to discuss the status of this; various other activities and preservation efforts.
- Chair Amoroso reported that he and Member Fox have met with members of FinCom regarding establishing goals for the contract renewal negotiations with the Police Chief.
- Member Gorman reported that he has had discussion with the concerned resident regarding Kaizen Tuning’s noise levels. Member Fox related discussions that he had with BICAO Lindberg today on this matter.

#### **APPOINTMENTS (Continued)**

- Sandy Stapczynski from Human Resources Services, Inc. (HRS) and members of the Personnel Board were present to continue the discussion of the Compensation and Classification Study. FinCom member John Rosamond was also present. Ms. Stapczynski had returned to answer some of the questions/concerns that had been raised. The majority of these queries focused on the rating system’s metrics and methodology. Member Gorman spoke to the concerns that he has raised in his memo. A lot of good work had been done and the information provided was mostly right. However, there were some positions that he felt were mis-classified and assigned to the incorrect pay grade. Specifically, he felt that the public safety per diem personnel situation in Boxborough is atypical and these anomalies should have been factored into this analysis. He further noted that the “factors” used in the HRS points/degrees systems are subject to interpretation. Ms. Stapczynski reviewed the methodology, processes used by HRS and the factors that they utilize when positions are rated. The criteria in the HRS grading manual, she asserted, are universally accepted for rating municipal positions. Once the ratings were compiled HRS has those raters meet to compare the scoring; they come to a consensus on the ratings and this is then balanced with market data to come to a final determination. HRS comes into these studies as a stranger - not familiar with local politics. They provided a standard independent evaluation. The scope of work did not include meeting with department heads or personnel. This report is a management study – a recommendation that the Town can take away from it what they wish. Modifications can be made, however, they should be done judiciously as extensive modification would significantly impact overall integrity of the analysis. When it comes to re-classification she suggested shifting a few position by one or even two grades, as being discussed tonight, may not have a significant impact to the overall integrity. However, any change could ripple out, affecting the placement of other positions. There was discussion on incorporating the presented variations as described by Member Gorman. Ms. Stapczynski noted that if HRS went back in and factored these variables this would no longer be an independent analysis. There is a question as to which methodology to use - Member Gorman’s or HRS’s. Member Gorman noted that the study was extremely helpful, he just disagrees with the metric and some of the resulting classifications. The Personnel Board noted that other factors were considered in their discussions with HRS, and some modifications were made however they perceived that, in

general, these variables were not significant enough to bring to the Selectmen's attention prior to the conclusion of the study. The Selectmen asked the Personnel Board to re-open their discussion; reflect on Member Gorman's memo and reconsider their current recommendation. The Personnel Board noted that the cost of these shifts; the justification and supporting materials should be identified in order for them to re-open this matter and asked Member Gorman to provide this information. Rosamond asked that FinCom also be provided this material. As to Call / Per Diem public safety personnel Ms. Stapczynski noted that these positions are not classified in the current schedule and one of the study's recommendations is that these positions do become classified. There was discussion about the intermittent position classification and how they should be handled moving forward. Personnel Board Chair Anne Canfield provided some history on these positions; why they are currently "flat-rated" and why the Personnel Board is not proposing any changes to this practice. It was suggested that a range for these positions should be set before further analysis occurs. The Selectmen thanked the Personnel Board and Ms. Stapczynski for their many hours of hard work. The Personnel Board will meet and consider Member Gorman's information and the concerns brought forward tonight and then come back to the Selectmen with so the Selectmen vote on the acceptance of the recommendations presented in the Compensation and Classification Study.

- No one asked to speak when Chair Amoroso opened the floor for Citizens' concerns.

### **NEW BUSINESS**

- The Board opened discussion on Town Treasurer Margaret Dennehy's notice of retirement which will be effective May 30, 2014. It was noted Ms. Dennehy has been an asset to the Town and will be missed. Member Suleiman moved to accept Town Treasurer Margaret Dennehy's retirement from the Town, effective May 30, 2014, with regrets. Seconded by Chair Amoroso. **Approved 5-0.**
- The Board discussed the establishment of a Town Treasurer search team - including the timeline, anticipated tasks and the composition of the search team. Member Stemple volunteered to serve as the Selectmen's representative. Member Suleiman moved to support TA's proposed plan for moving forward with search process to fill the upcoming vacancy in the office of the Town Treasurer. Seconded by Member Stemple. **Approved 5-0.**
- Though not on the Agenda, Member Fox moved to appoint John Markiewicz to the Stow Road Concept Development Committee for a term beginning immediately and ending on December 31, 2014. Seconded by Member Stemple. **Approved 5-0.**

### **EXECUTIVE SESSION**

- It was determined that there was no need for an Executive Session.

### **ADJOURN**

- The meeting was adjourned at 9:35 PM.

## SELECTMEN'S ANNOUNCEMENTS

**JANUARY 13, 2014**

*The necessary contact information is available at the end of these announcements.*

- **The annual street listing/census forms have been mailed to residents.** Please review the information, make any corrections necessary, sign the form and promptly return it to the Town Clerk's office at Town Hall. Voters who do not complete their census form will be put on the inactive voter list. Dog owners please note that a dog license application for 2014 is included in the census mailing. These are due by March 10. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions.
  
- **A new phone system** has been implemented at many of Boxborough's town departments. The Town Phone Directory, with these new numbers, is posted on the Town's website under "NEWS." You will no longer be able to reach many of Town's facilities by dialing their old numbers.
  
- The **Acton-Boxborough Regional School Superintendent Search Committee** has been charge with finding a new Superintendent of Schools for our newly-expanded A-B Regional School District, to replace the current Superintendent, Dr. Steven Mills, who will be retiring in June. They would like to invite parents, staff and community residents to participate in this effort.

Community Forums with each finalist will be from 7:00–8:00 p.m. in the R.J. Grey Junior High Library on:

**Thursday, January 16<sup>th</sup>**

**Tuesday, January 21<sup>st</sup>**

**Thursday, January 23<sup>rd</sup>**

On Saturday, **January 25<sup>th</sup>**, the AB Transitional School Committee will hold a public meeting in the R.J. Grey Junior High Library to interview the finalists. This meeting will run from 9:00 a.m. to approximately 3:00 p.m. Once the interviews are concluded the Committee will discuss the finalists and plan to vote a

decision. All are welcome to attend these meetings. *Please go to the Superintendent Search Committee's website <http://www.absuptsearch.com> for more information.*

- Now that the winter season is upon us, we have included links to some helpful resources under the “NEWS” section of the Town’s website - **DPW’s Resident’s Guide to Winter Snow Removal** and **MEMA’s Winter Storm Tips**. Please help us so that the town roads can be traveled safely and cleared as quickly as possible during winter storms. You can also contact the DPW directly at 978-264-1790 with any questions.
- Residents now need to obtain a voucher and pay additional fees for the **disposal of bulk items** at the Transfer Station. Vouchers can be purchased only at the Town Hall from the Tax Collector’s office. Checks or exact amount in cash, please. Please refer to the Transfer Station webpage or call the DPW at 978-264-1790 for more information.
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department’s web page, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don’t hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The Boxborough Recreation Commission is once again hosting Boxborough’s Annual **Winterfest** at Steele Farm on Middle Road on **Sunday, January 26<sup>th</sup>** from 1:00 PM- 4:00 PM. This year’s Winterfest will go forward Snow or No Snow so come and join your friends and neighbors for an afternoon of winter fun while taking in the beauty of Steele Farm.

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on Sunday, February 9<sup>th</sup>; March 9<sup>th</sup>; April 13<sup>th</sup>; May 18<sup>th</sup>; and June 8<sup>th</sup>. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.
  
- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
  
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Comm. (1), the Steele Farm Advisory Committee (1), and the Conservation Commission has one vacancy for an unexpired term which runs until June 30, 2015. Also, the Town Moderator is seeking one volunteer to serve on the Finance Committee for an unexpired term which runs until June 30, 2014. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-264-1700 if you have any questions.
- The Selectmen can be contacted directly at [selectmen@town.boxborough.ma.us](mailto:selectmen@town.boxborough.ma.us).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw [Selina.shaw@town.boxborough.ma.us](mailto:Selina.shaw@town.boxborough.ma.us)
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding the **street census form or licensing your dog.**
- For more information on the **Resident's Guide to Winter Snow Removal or Winter Storm Tips** please go to the Town's website under NEWS or contact the DPW at 978-264-1790.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to arrange a private tour of the **Boxborough's Historic Town Center.**



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**January 13, 2014**  
**Boxborough Town Hall**  
**Grange Meeting Room**

**1. CALL TO ORDER, 7:00 PM**

**2. ANNOUNCEMENTS**

**3. APPOINTMENTS**

*[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]*

- a) Town Assessor Ruth Anderson, continued discussion regarding hours, 7:05 PM  
*Move to authorize the increase in hours for the Town Assessor, effective immediately, from twenty-four to thirty-two hours per week, and further, to forward to the Finance Committee for approval the request to transfer \$3,089.84 from the Reserve Fund to account #001-141-5100-5112, Assessor Salary* **VOTE:**
- b) Police Chief Warren Ryder, to present FY 15 Police and Dispatch budgets, 7:20 PM  
(members of FinCom may also be present)
- c) Sandy Stapczynski, Human Resources Services, Inc and members of the Personnel Bard, continued discussion regarding Compensation and Classification Study, 8:15 PM
- d) Citizens concerns

**4. MINUTES**

- b) Regular session, January 6, 2014

**ACCEPT & POF**

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- a) Town Treasurer Margaret Dennehy's notice of retirement, effective May 30, 2014  
*Move to accept Town Treasurer Margaret Dennehy's retirement from the Town, effective May 30, 2014*
- b) Establishment of search team for Town Treasurer  
*Move to support TA's proposed plan for moving forward with search process to fill the upcoming vacancy in the office of the Town Treasurer*

**ACCEPT & POF**

**VOTE:**

**8. CORRESPONDENCE**

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

**ACCEPT & POF**

**9. PRESS TIME**

**10. CONCERNS OF THE BOARD**

**11. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE, tentative**

*Move to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter*

**ROLL CALL  
VOTE:**

**12. ADJOURN**



## ADMINISTRATION

# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator *M*  
**Cc:** Ruth Anderson, Town Assessor; Finance Committee  
**Re:** Proposed Increase in Hours  
**Date:** January 6, 2014

I respectfully request your consideration to approve a reserve fund transfer for  $\approx$  \$3,100 to support an increase in the hours of the Town Assessor from twenty-four to thirty-two hours per week for the remainder of the fiscal year. An increase in hours will enable the Assessor to bring the office up-to date with inspections as well as to make improvements that will ultimately provide better service and resources to the taxpayers of Boxborough, while ensuring that the value added to the tax base is not understated.

Until 2009, the position of Town Assessor had been filled on a full-time basis, i.e. forty hours per week. With the departure of Will Naser in 2009, the position was filled on a part-time basis by Duane Adams, with Duane paid through a personal contract. It was agreed that Duane would conduct cyclical commercial inspections, but an outside consultant would conduct the residential inspections. On average over the years, Duane spent 16-20 hours working either in the office or remotely. For a period of time, we were fortunate to be able to avail ourselves of the services of Colleen Whitcomb, our former Town Assessor, to conduct the cyclical residential inspections. Colleen, who was working part-time in support of land-use functions, had some time available within the 19 hours budgeted for her position. However, due to increased family obligations Colleen was no longer able to assist with the cyclical inspections. Ultimately, in the late spring, we hired Will Naser for a short-term assignment to conduct permits/cyclical inspections.

When Duane gave his notice in April, my expectation was that the work could continue to be accomplished on a reduced hours basis (defined in The Personnel Plan as "at least 20 hours per week, but less than 40"), not to exceed 24 hours per week. However, I had not factored in Department of Revenue directives regarding inspection and sketching of condominiums. An increase in hours for the position will enable the Assessor to devote one day/week to bring these inspections up-to-date. Moving forward, the additional day will also enable the Assessor to perform all the functions of the position, including inspecting properties after a sale to ensure the collection of up-to-date information relating to market factors affecting data. Additionally, the Assessor is working on a project to improve the Assessor maps, making them more user friendly and linking a PDF of each property record card to the GIS system and making them available on-line.

I should note that town meeting has never voted to support reduced hours for the position, except to the extent that they approved the submitted budget; i.e. there was never a voted action to specifically decrease the hours of the position from full-time.

I would like to reevaluate the hours as we approach town meeting, to further appraise the situation and see if it makes sense to revert to a forty hour per week position. The Assessor has provided an FY 15 budget at forty hours

per week. Although I am not yet convinced that the position warrants forty hours per week, I thought it was best to submit the budget at the higher level then reduce prior to town meeting, if deemed appropriate.

I look forward to discussing this matter with you further. The Assessor will also be available on Monday evening.

Thank you for your consideration.



# Reserve Fund Transfer Request

Date: January 6, 2014

It is requested by the undersigned that the sum of \$ 3,089.84 be transferred from the Reserve Fund to:

UMAS Acct. # 001-141-5100-5112

(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Assessor Salary

The balance in the line item as of December 11, 2013 (Date) is \$ 23,800.01. An amount of \$ 39,700.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Increase in hours from 24 to 32 hours per week for ≈ 25 weeks. See cover memo for further details

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. # \_\_\_\_\_ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

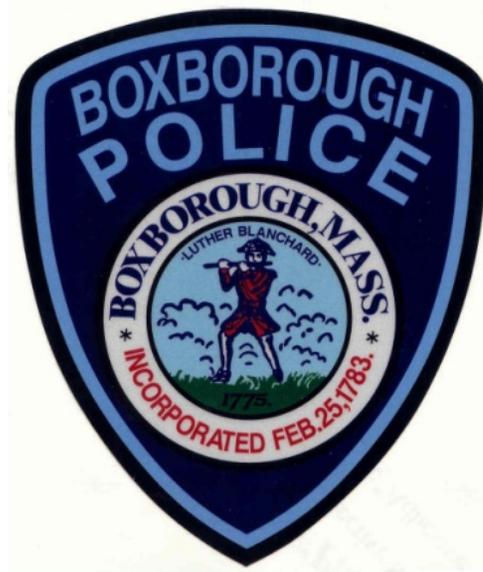
**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

*For the Period 7/1/2013 To 12/11/2013*

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
<b>Assessors</b>											
001-141-5100-5112	Assessor Salary	39,700.00	0.00	39,700.00	15,899.99	15,899.99	0.00	0.00	15,899.99	23,800.01	40.05%
001-141-5200-5306	Assessor Consulting Fees	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
001-141-5200-5347	Assessor Legal Notices	60.00	0.00	60.00	33.02	33.02	0.00	0.00	33.02	26.98	55.03%
001-141-5400-5420	Assessor Office Expenses	400.00	0.00	400.00	13.32	13.32	0.00	0.00	13.32	386.68	3.33%
001-141-5400-5589	Assessor Software License	5,895.00	0.00	5,895.00	5,615.00	5,615.00	0.00	0.00	5,615.00	280.00	95.25%
001-141-5700-5711	Assessor Travel Expense. - In State	0.00	0.00	0.00	287.10	287.10	0.00	0.00	287.10	-287.10	N/A
001-141-5700-5715	Assessor Conferences	275.00	0.00	275.00	271.80	271.80	0.00	0.00	271.80	3.20	98.84%
001-141-5700-5730	Assessor Membership Dues	393.00	0.00	393.00	545.95	545.95	0.00	0.00	545.95	-152.95	138.92%
<b>Sum</b>	<b>Assessors</b>	<b>48,723.00</b>	<b>0.00</b>	<b>48,723.00</b>	<b>22,666.18</b>	<b>22,666.18</b>	<b>0.00</b>	<b>0.00</b>	<b>22,666.18</b>	<b>26,056.82</b>	<b>46.52%</b>

# Fiscal Year 2015 220 -POLICE Budget

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<b>FY 2015 Budget Worksheet</b>	
Dept #	210
Dept Name	POLICE
REV	1

**FY15 POLICE SALARY EXPLANATIONS  
1/9/2014**

<u>ACCOUNT NAME</u>	<u>FY2015 BUDGET SUBMITTED</u>	<u>Submitted % Change FY15 VS FY14</u>	<u>EXPLANATION</u>
Police Dept. Salary - Police Chief	107,088.0	4.0%	Contract and salary <u>to be determined</u> , pending negotiations.
Police Dept. Salary - Full Time Officers	585,418.1	5.3%	Contractual raise (if approved) combined with step increases.
Police Dept. Salary - Clerical	52,909.9	4.0%	To be determined Personnel Plan wage increase.
Police Dept. Salary - Special	12,006.2	4.0%	To be determined Personnel Plan wage increase.
Police Dept. Salary - Lock up Attendants	6,966.0	17.0%	To be determined Personnel Plan wage increase combined with 50 additional hours based on historical usage.
Police Dept. Salary -Town Details	8,608.7	5.1%	Contractual raise (if approved) combined with step increases.
Police Dept. Salary - Full Time Officers Overtime	150,461.6	7.7%	Contractual raise (if approved) combined with step increases combined with 2 additional sick days. 2 days each X 9 Officers (not counting Flex) = 18 additional days. 18 days distributed by: 9 unfilled, 3 Sergeants and 6 to Officers.
Police Dept. Salary - Quinn Bill/Education	82,964.9	7.6%	Increase to one officer for achieving BA Degree combined with unknown education level with new officer. Budgeted at Quinn MA (25%) worst case.
<b>TOTAL</b>	<b>1,006,423.3</b>	<b>5.67%</b>	

## FY15 POLICE EXPENSES EXPLANATIONS

REV 01-09-2014

	<u>FY14</u>	<u>FY15</u>	<u>NOTES</u>
<b>Ammunition Budget</b> Purchase annual allotment of ammunition for training and replenishment. Also, firearms and Taser ECD repair and maintenance. Targets and weapons cleaning supplies.	3,100.00	3,100.00	
<b>Electricity Budget</b> Police Station electricity expenses.	12,600.00	12,000.00	(600.00) Past usage and anticipated savings related to building improvements.
<b>OFFICE &amp; EQUIP SUPPLY BUDGET</b> Office equipment, paper, toner, batteries, shipping costs, crime scene supplies, notary supplies and fees, defib pads and batteries, printing of envelopes and letterhead, night vision equipment lease	7,000.00	7,000.00	
<b>Fleet Maint Budget</b> Maintenance and repair of vehicles.	19,000.00	17,500.00	(1,500.00) Anticipated savings with a newer in fleet.
<b>HEATING/GAS BUDGET</b> Heating costs (natural gas) for 4 furnaces and 2 hot water (on-demand) heaters.	3,978.90	3,700.00	(278.90) Past usage and anticipated savings related to building improvements.

<b>INTERNET ACC BUDGET</b>	1,770.00	1,770.00
<p>Internet (Comcast) shared with the Fire Department. This serves a back up internet connection for the Town WAN if Fios fails. Subscriptions and service fees for investigative database.</p>		

<b>IT MAINT/REP BUDGET</b>	4,000.00	4,000.00
<p>Repair and maintenance for computers, printers, networks, switches, routers, UPS, etc... for the public safety network.</p>		

<b>LAW BOOK UPDT BUDGET</b>	1,900.00	1,900.00
<p>Legal updates, law books and related databases.</p>		

<b>MOBILE UNITS BUDGET</b>	3,400.00	3,400.00
<p>Mobile Data Terminal access fee (39.99/mo) for 5 units (\$2,400). Repair and Maintenance of \$1,000/Yr.</p>		

<b>PROF. DEVLPMT BUDGET</b>	6,100.00	6,100.00
<p>Membership and dues to professional associations. Training and continuing education, travel and lodging expenses.</p>		

<b>R/M EQUIPMENT BUDGET</b>	4,640.00	4,640.00	
Repair and Maintenance of law enforcement and other public safety related equipment including copier maintenance agreement.			

<b>REP BLD/GRD BUDGET</b>	3,500.00	3,500.00	
Repair and maintenance to the Police Department building and grounds. Lock-up supplies and prisoner meals. Police Station water cooler.			

<b>TELEPHONE BUDGET</b>	12,360.00	12,360.00	
\$3,000 for traditional telephone service, phone system and \$9,360 for cellular telephone service and R/M for department personnel.			

<b>TRAINING BUDGET</b>	3,500.00	5,000.00	1,500.00
Class fees, training equipment, and medical screenings, State increased mandates for training combined with reductions in available training classes.			

<b>UNIFORM &amp; GEAR BUDGET</b>	16,950.00	16,950.00	
Uniforms, clothing, gear and related equipment and supplies. \$950 + \$500 cleaning = \$1,450 per officer. X 11 = \$15,950 and \$1,000 for special officers.			

<b>VEHICLE REPLACEMENT BUDGET</b>	34,500.00	38,000.00	3,500.00
Increase in vehicle and related equipment costs.			

<b>COMMUNITY OUTREACH</b>	2,500.00	2,500.00	
\$1,000 fee for Communities for Restorative Justice and \$1,000 fee for Domestic Violence Victim Assistance and \$500 misc meeting items			
	<b>FY14</b>	<b>FY15</b>	
	140,798.90	143,420.00	2,621.10

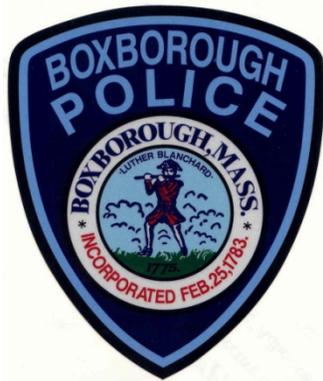
<b>FY 2015 Budget Worksheet</b>										
<b>Dept #</b>	<b>210</b>				<b>DATE LAST REVISED</b>					
<b>Dept Name</b>	<b>POLICE</b>				<b>1/9/2014</b>					
REV										
						<u>FC VOTED</u>	<u>Submitted</u>	<u>Submitted</u>	<u>FC VOTED</u>	<u>FC VOTED</u>
<u>ACCOUNT NAME</u>	<u>FY2013</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2015</u>	<u>Budget</u>	<u>% Change</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY15 VS</u>	<u>FY15 VS</u>	<u>FY15 VS</u>	<u>FY15 VS</u>
					<u>SUBMITTED</u>		<u>FY14</u>	<u>FY14</u>	<u>FY14</u>	<u>FY14</u>
Police Dept. Salary - Police Chief	100,950.0	100,950.0	102,969.0		107,088.0		4,119.0	4.00%	\$ (102,969.00)	-100.00%
Police Dept. Salary - Full Time Officers	549,317.0	552,375.0	556,062.0		585,418.1		29,356.1	5.28%	\$ (556,062.00)	-100.00%
Police Dept. Salary - Clerical	50,384.0	49,611.0	50,885.0		52,909.9		2,024.9	3.98%	\$ (50,885.00)	-100.00%
Police Dept. Salary - Special	11,541.0	11,117.0	11,541.0		12,006.2		465.2	4.03%	\$ (11,541.00)	-100.00%
Police Dept. Salary - Lock up Attendants	5,836.0	7,383.0	5,952.0		6,966.0		1,014.0	17.04%	\$ (5,952.00)	-100.00%
Police Dept. Salary -Town Details	8,188.0	4,679.0	8,191.0		8,608.7		417.7	5.10%	\$ (8,191.00)	-100.00%
Police Dept. Salary - Community Outreach	-	-	-		-		-	0.00%	\$ -	0.00%
Police Dept. Salary - Full Time Officers Overtime	135,285.0	146,720.0	139,655.0		150,461.6		10,806.6	7.74%	\$ (139,655.00)	-100.00%
Police Dept. Salary - Quinn Bill/Education	76,293.0	77,108.0	77,134.0		82,964.9		5,830.9	7.56%	\$ (77,134.00)	-100.00%
Police Dept. Electricity Exp.	12,360.0	11,429.0	12,600.0		12,000.0		(600.0)	-4.76%	\$ (12,600.00)	-100.00%
Police Dept. Heating/Gas Exp.	3,863.0	2,704.0	3,979.0		3,700.0		(279.0)	-7.01%	\$ (3,979.00)	-100.00%
Police Dept. Equip/Maint. Exp.	4,640.0	3,190.0	4,640.0		4,640.0		-	0.00%	\$ (4,640.00)	-100.00%
Police Dept. Repair/Maint-Bldgs.& Grounds	3,500.0	3,591.0	3,500.0		3,500.0		-	0.00%	\$ (3,500.00)	-100.00%
Police Dept. Repair/Maint-Vehicles	17,000.0	28,668.0	19,000.0		17,500.0		(1,500.0)	-7.89%	\$ (19,000.00)	-100.00%
Police Dept. Mobile Units	3,400.0	3,247.0	3,400.0		3,400.0		-	0.00%	\$ (3,400.00)	-100.00%
Police Dept IT Repair/Maint Exp	4,000.0	2,697.0	4,000.0		4,000.0		-	0.00%	\$ (4,000.00)	-100.00%
Police Dept. Internet Access	1,133.0	635.0	1,770.0		1,770.0		-	0.00%	\$ (1,770.00)	-100.00%
Police Dept. Telephone Exp.	12,360.0	12,450.0	12,360.0		12,360.0		-	0.00%	\$ (12,360.00)	-100.00%
Police Dept. Office Equip. Supplies	7,000.0	7,657.0	7,000.0		7,000.0		-	0.00%	\$ (7,000.00)	-100.00%
Police Dept. Ammunition	3,000.0	3,042.0	3,100.0		3,100.0		-	0.00%	\$ (3,100.00)	-100.00%
Police Dept. Law Book Updates	1,900.0	1,720.0	1,900.0		1,900.0		-	0.00%	\$ (1,900.00)	-100.00%
Police Dept. Uniforms	16,950.0	16,949.0	16,950.0		16,950.0		-	0.00%	\$ (16,950.00)	-100.00%
Police Dept. Training	3,500.0	3,974.0	3,500.0		5,000.0		1,500.0	42.86%	\$ (3,500.00)	-100.00%
Police Dept. Professional Development	6,100.0	8,097.0	6,100.0		6,100.0		-	0.00%	\$ (6,100.00)	-100.00%
Police Dept. - Vehicle Purchase	34,500.0	34,500.0	34,500.0		38,000.0		3,500.0	10.14%	\$ (34,500.00)	-100.00%
Police Dept - Community Outreach	2,500.0	2,355.0	2,500.0		2,500.0		-	0.00%	\$ (2,500.00)	-100.00%
	-	-	-		-		-		-	
Total Salaries - Police	937,794.0	949,943.0	952,389.0	-	1,006,423.3	-	54,034.3	5.67%	(952,389.0)	-100.00%
Total Other - Police	137,706.0	149,101.0	140,799.0	-	143,420.0	-	2,621.0	1.86%	(140,799.0)	-100.00%
Total Expenses - Police	1,075,500.0	1,099,044.0	1,093,188.0	-	1,149,843.3	-	56,655.3	5.18%	(1,093,188.0)	-100.00%
	1,075,500.0	1,099,044.0	1,093,188.0	-	1,149,843.3	-	56,655.3	5.18%	(1,093,188.0)	-100.00%

**TOWN OF BOXBOROUGH  
POLICE DEPARTMENT  
FY2015 BUDGET**

<b>LEVEL STAFFING</b>	<u>REGULAR</u>		<u>TOTAL</u>	
POLICE CHIEF	\$ 107,088.00	\$ -	\$ 107,088.00	\$ 107,088.00
SERGEANT'S WAGES	\$ 191,365.20	\$ -	\$ 191,365.20	
SERGEANT'S HOLIDAY WORKED	\$ 2,199.60	\$ -	\$ 2,199.60	
SERGEANTS SHIFT DIFFERENTIAL	\$ 1,547.60	\$ -	\$ 1,547.60	
TOTAL SERGEANT'S SALARY	\$ 195,112.40	\$ -	\$ 195,112.40	
FULL TIME OFFICERS SALARY	\$ 377,656.56	\$ -	\$ 377,656.56	
FULL TIME OFF. HOLIDAY WORKED	\$ 5,962.31	\$ -	\$ 5,962.31	
SHIFT DIFFERENTIAL	\$ 6,686.80	\$ -	\$ 6,686.80	
TOTAL FULL TIME OFF. SALARY	\$ 390,305.67	\$ -	\$ 390,305.67	\$ 585,418.07
DEPARTMENT ASSISTANT	\$ 52,909.92	\$ -	\$ 52,909.92	\$ 52,909.92
EDUCATION	\$ 82,964.88	\$ -	\$ 82,964.88	\$ 82,964.88
SPECIAL OFFICER COVERAGE	\$ 4,982.40	\$ -	\$ 4,982.40	
SPECIAL OFFICER TRAINING	\$ 6,539.40	\$ -	\$ 6,539.40	
COURT APPEARANCES	\$ 484.40	\$ -	\$ 484.40	
TOTAL SPECIAL OFFICERS	\$ 12,006.20	\$ -	\$ 12,006.20	\$ 12,006.20
TOWN DETAILS	\$ 8,608.68	\$ -	\$ 8,608.68	\$ 8,608.68
COMMUNITY OUTREACH	\$ -	\$ -	\$ -	\$ -
LOCKUP ATTENDANTS	\$ 6,966.00	\$ -	\$ 6,966.00	\$ 6,966.00
	<u>TOTAL</u>			
	<u>OT</u>			
<b>PATROLMAN</b>				
COVERAGE OVERTIME	\$ 51,269.47	\$ -	\$ 51,269.47	\$ 51,269.47
PATROLMAN TRAINING	\$ 32,139.07	\$ -	\$ 32,139.07	\$ 32,139.07
COURT PROSECUTION	\$ 2,295.65	\$ -	\$ 2,295.65	
COURT WAGES	\$ 16,739.10	\$ -	\$ 16,739.10	
INVESTIGATIONS	\$ 3,826.08	\$ -	\$ 3,826.08	
DEPARTMENT MEETINGS	\$ 2,537.27	\$ -	\$ 2,537.27	\$ 25,398.10
<b>TOTAL OFFICER OVERTIME</b>	\$ 108,806.64	\$ -	\$ 108,806.64	\$ 108,806.64
<b>SERGEANT</b>				
SERGEANT COVERAGE OVERTIME	\$ 20,236.32	\$ -	\$ 20,236.32	\$ 20,236.32
SERGEANT TRAINING	\$ 11,437.92	\$ -	\$ 11,437.92	\$ 11,437.92
SERGEANT COURT WAGES	\$ 6,351.35	\$ -	\$ 6,351.35	
STAFF MEETINGS	\$ 1,209.78	\$ -	\$ 1,209.78	
DEPARTMENT MEETINGS	\$ 2,419.56	\$ -	\$ 2,419.56	
PATROL COVERAGE	\$ -	\$ -	\$ -	\$ 9,980.69
<b>TOTAL SERGEANT OVERTIME</b>	\$ 41,654.93	\$ -	\$ 41,654.93	\$ 41,654.93
<b>TOTAL DEPARTMENT SALARY &amp; WAGES</b>				\$ 1,006,423.31

# Fiscal Year 2015 221 -DISPATCH Budget

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<b>FY 2015 Budget Worksheet</b>	
Dept #	221
Dept Name	DISPATCH
REV	2

**FY15 DISPATCH SALARY EXPLANATIONS**  
1/9/2014

<u>ACCOUNT NAME</u>	<u>FY2015 BUDGET SUBMITTED</u>	<u>Submitted % Change FY15 VS FY14</u>	<u>EXPLANATION</u>
Dispatch Salary - Full-Time	184,845.8	3.1%	Contractual raise combined with step increases.
Dispatch Salary - Full Time Overtime	54,839.3	37.5%	1) Contractual raise combined with step increases. 2) Additional sick time benefits. Three Dispatchers achieving a third week vacation. <span style="float: right;">3)</span>
Dispatch Salary - Part Time	17,715.2	4.0%	To be determined Personnel Plan wage increase.
Dispatch Salary - In Service Training	12,711.8	2.5%	Contractual raise combined with step increases.
Order In/Call Back/Call In	428.2	1.5%	Contractual raise combined with step increases.
<b>TOTAL</b>	<b>270,540.3</b>	<b>8.6%</b>	

**FY15 DISPATCH EXPENSE EXPLANATIONS**

REV 1-7-2014

	<u>FY14</u>	<u>FY15</u>	
<b>CONTRACTS BUDGET</b>	18,655.00	19,290.00	635.00
This line will be renamed as "Records Management Contracts". Costs for annual maintenance contracts and related expenses.		RMS/CAD Maintenance increase	
 <b>ELECTRIC BUDGET</b>	 200.00	 200.00	 -
Electric usage at off site radio locations.			
 <b>TELEPHONE BUDGET</b>	 4,130.00	 4,130.00	 -
Expenses related to connectivity for the radio communication networks, cellular and IP radio. Dedicated radio lines average \$1,310/Yr., DPW 2-way \$400, Supervisor cellular \$720, RangeCast IP public safety monitoring \$500. \$1,200. Maintenance and repair for equipment and line troubles.			
 <b>OFFICE SUPPLY BUDGET</b>	 2,000.00	 2,500.00	 500.00
Expenses related to office supplies		Increase based on actuals.	
 <b>UNIFORM BUDGET</b>	 1,600.00	 1,600.00	 -
Uniforms for full time and part time dispatchers.		Dispatch uniform allowance increase per CBA	
 <b>TRAINING BUDGET</b>	 1,000.00	 1,000.00	 -
 <b>EQUIPMENT R/M BUDGET</b>	 6,375.00	 7,300.00	 925.00
		Increase based on actuals.	
 <b>SOFTWARE UPGRADE BUDGET</b>	 2,950.00	 -	 (2,950.00)
Used to purchase records management modules.		No additional modules scheduled at this time.	
	 <u>FY14</u>	 <u>FY15</u>	
	<b>36,910.00</b>	<b>36,020.00</b>	<b>(890.00)</b>



TOWN OF BOXBOROUGH  
DISPATCH SALARY AND SHIFT SUMMARY  
FY2014 BUDGET

REVISED 1/7/14

	Reg	OT		
<b>SUPERVISOR</b>	\$ 49,402.08	\$ -	\$ 49,402.08	
<b><u>Dispatch Salary - Full-Time</u></b>				
Dispatch Salary - Full-Time	\$ 131,063.76	\$ -	\$ 131,063.76	
Differential - FT	\$ 4,380.00	\$ -	\$ 4,380.00	
	<b>\$ 135,443.76</b>	<b>\$ -</b>	<b>\$ 184,845.84</b>	<b>\$ 184,845.84</b>
<b><u>Supervisor - Overtime</u></b>				
Coverage - Holiday	\$ -	\$ 3,123.12	\$ 3,123.12	
Coverage of Earned Time - Non Holiday	\$ -	\$ 10,788.96	\$ 10,788.96	
	<b>\$ -</b>	<b>\$ 13,912.08</b>	<b>\$ 13,912.08</b>	
<b><u>Dispatch Full Time - Overtime</u></b>				
Coverage - Holiday	\$ -	\$ 8,285.64	\$ 8,285.64	
Coverage of Earned Time - Non Holiday	\$ -	\$ 30,129.60	\$ 30,129.60	
<i>Addl shifts due to 1st right of refusal (N/A)</i>	\$ -	\$ -	\$ -	
	<b>\$ -</b>	<b>\$ 38,415.24</b>	<b>\$ 38,415.24</b>	
<b>TOTAL FULLTIME OVERTIME</b>	<b>\$ -</b>	<b>\$ 52,327.32</b>	<b>\$ 52,327.32</b>	
Overtime - Storm Coverage	\$ -	\$ 2,511.96	\$ 2,511.96	
<b>TOTAL OVERTIME</b>		<b>\$ 54,839.28</b>	<b>\$ 54,839.28</b>	<b>\$ 54,839.28</b>
<b><u>Dispatch Salary (PT) - Basic Operations</u></b>				
Part Time	<b>\$ 17,715.20</b>	<b>\$ -</b>	<b>\$ 17,715.20</b>	<b>\$ 17,715.20</b>
<b><u>WAGES FOR NON BASIC OPERATIONS WORK</u></b>				
<b><u>Dispatch - In Service Training</u></b>				
Supervisor	\$ -	\$ 1,135.68	\$ 1,135.68	
Full Time	\$ -	\$ 3,012.96	\$ 3,012.96	
<b>TOTAL FT DISPATCHERS</b>	<b>\$ -</b>	<b>\$ 4,148.64</b>	<b>\$ 4,148.64</b>	
Part- Time	\$ 2,076.00	\$ -	\$ 2,076.00	
New Hire Training	\$ 6,487.20	\$ -	\$ 6,487.20	
Police - OT	\$ -	\$ -	\$ -	
<b>TOTAL OTHER</b>	<b>\$ 8,563.20</b>	<b>\$ -</b>	<b>\$ 8,563.20</b>	
<b>TOTAL IN SERVICE TRAINING</b>	<b>\$ 8,563.20</b>	<b>\$ 4,148.64</b>	<b>\$ 12,711.84</b>	<b>\$ 12,711.84</b>
<b><u>ORDER IN, CALL BACK OR CALL IN</u></b>				<b>\$ 428.20</b>
<b>TOTAL</b>	<b>\$ 211,124.24</b>	<b>\$ 58,987.92</b>	<b>\$ 319,514.24</b>	<b>\$ 270,540.36</b>

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

General Information

Department: **POLICE** Date: **January 6, 2014**  
Contact Person: **Warren B. Ryder** Title: **Police Chief**  
Phone: **978-264-1751**

Special Appropriation Request: **PUBLIC SAFETY SPATIAL NEEDS ANALYSIS**

Anticipated Cost: **\$25,000. (estimate)**

Please fill in the relevant information for your Special Article Request according to the following categories:

Equipment Purchase Information:

1. Recommended Acquisition Method:  Purchase  Lease  Lease/Purchase

2. Number of Similar Items in Inventory:

3. Purpose of Expenditure (check as appropriate):

- |   |   |
|---|---|
| <input type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Present Equipment Obsolete       |
| <input type="checkbox"/> Replace Worn-out Equipment | <input type="checkbox"/> Reduce Personnel Time            |
| <input type="checkbox"/> Expanded Service           | <input type="checkbox"/> New Operation                    |
| <input type="checkbox"/> Increased Safety           | <input type="checkbox"/> Improve procedures, records, etc |

4. Estimated Use of Requested Item(s):

Weeks per year (Approximate months if seasonal):

Estimated useful life in years:

Average days used per week:

Average hours used per day:

5. Anticipated Cost:

Purchase price or annual rental \$

Plus: Installation or other costs \$

Less: Trade-in, other discount \$

Total purchase or annual rental cost \$

6. If this is to replace equipment, please list the following:

Item:                      Make:                      Age:

Current Maintenance Costs:

7. Recommended disposal of replaced items:

Trade-in       Sale

Possible use by other departments (list):

Other (please specify):

8. Additional Comments:

**- ATTACHED**

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

**Current Equipment and Building Maintenance Information**

1. Equipment or Building:
2. Maintenance to be Performed:
3. Rationale for Maintenance:

**Land Purchase Information**

1. Parcel Name:
2. Parcel Location:
3. Intended Town Use:
  - Conservation Uses
  - Open Space Affordable Housing
  - Municipal Uses
  - Active Recreation
  - Passive Recreation
  - Other:
4. Anticipated Costs:

Purchase Price	\$
Independent Appraisal	\$
Engineering Fees	\$
Legal Fees	\$
Other (explain below)	\$
Total Cost:	\$
5. Additional rationale, comments for purchasing this parcel:

---

**For Administrative Use:**

- |   |   |
|---|---|
| Board of Selectmen                          | Finance Committee                           |
| <input type="checkbox"/> Recommends         | <input type="checkbox"/> Recommends         |
| <input type="checkbox"/> Does not recommend | <input type="checkbox"/> Does not recommend |

\_\_\_\_\_  
Signature of Chairman, BoS  
Date:\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman, FinCom  
Date:\_\_\_\_\_

Written recommendations will be forwarded when written and approved.

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

**PUBLIC SAFETY SPATIAL NEEDS ANALYSIS**

**Purpose of Request**

I am proposing this special article to seek professional consultant services to compile a space needs assessment of Boxborough's Public Safety Departments (Dispatch, Police and Fire). This spatial needs assessment is an early, essential part of a comprehensive planning approach to achieving adequate needs for public safety facilities. Funding for this project will provide a preliminary detailed analysis defining the functional needs and scope of facilities. This will serve as a planning tool for the future.

**Project**

The project will consist of performing an evaluation of the space needs of all Public Safety Department operations. The evaluation will include the square footage requirements for personnel, vehicles, apparatus, evidence, equipment and records storage, personnel parking, visitor parking and other associated requirements for the daily operations of each department. Also, the project will provide suggestions for improvements to existing facilities including the required site area of a parcel for potential new facilities, with the estimated cost of each, etc. Site selection is not a part of the scope of this project.

**History**

When the Police Department moved into the present wood constructed facility in 1989 there were approximately 6 full time employees. Currently the department operates in the same space with 16 full time and 16 part time employees. In 2000 the Police Building was designated as the location for our present 911 Communications Center.

Currently the Fire Department occupies approximately 3,600 square feet of workspace with attached bays in a masonry building constructed in 1950's. The Department has 5 full-time employees and 30 part time employees. There are 9 pieces of apparatus including 3 trailers, 8 vehicles are housed inside the station.

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

General Information

Department: **POLICE** Date: **January 6, 2014**  
Contact Person: **Warren B. Ryder** Title: **Police Chief**  
Phone: **978-264-1751**

Special Appropriation Request: **PUBLIC SAFETY COMMUNICATIONS NETWORK**

Anticipated Cost: **\$400,000. (estimate)**

Please fill in the relevant information for your Special Article Request according to the following categories:

Equipment Purchase Information:

1. Recommended Acquisition Method:  Purchase  Lease  Lease/Purchase

2. Number of Similar Items in Inventory:

3. Purpose of Expenditure (check as appropriate):

- |   |   |
|---|---|
| <input type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Present Equipment Obsolete       |
| <input type="checkbox"/> Replace Worn-out Equipment | <input type="checkbox"/> Reduce Personnel Time            |
| <input type="checkbox"/> Expanded Service           | <input type="checkbox"/> New Operation                    |
| <input type="checkbox"/> Increased Safety           | <input type="checkbox"/> Improve procedures, records, etc |

4. Estimated Use of Requested Item(s):

Weeks per year (Approximate months if seasonal):

Estimated useful life in years:

Average days used per week:

Average hours used per day:

5. Anticipated Cost:

Purchase price or annual rental \$

Plus: Installation or other costs \$

Less: Trade-in, other discount \$

Total purchase or annual rental cost \$

6. If this is to replace equipment, please list the following:

Item: Make: Age:

Current Maintenance Costs:

7. Recommended disposal of replaced items:

Trade-in  Sale

Possible use by other departments (list):

Other (please specify):

8. Additional Comments:

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

Current Equipment and Building Maintenance Information

1. Equipment or Building:
2. Maintenance to be Performed:
3. Rationale for Maintenance:

Land Purchase Information

1. Parcel Name:
2. Parcel Location:
3. Intended Town Use:
  - Conservation Uses
  - Open Space Affordable Housing
  - Municipal Uses
  - Active Recreation
  - Passive Recreation
  - Other:
4. Anticipated Costs:

Purchase Price	\$
Independent Appraisal	\$
Engineering Fees	\$
Legal Fees	\$
Other (explain below)	\$
Total Cost:	\$
5. Additional rationale, comments for purchasing this parcel:

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For Administrative Use:

Board of Selectmen  
 Recommends  
 Does not recommend

Finance Committee  
 Recommends  
 Does not recommend

\_\_\_\_\_  
Signature of Chairman, BoS  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman, FinCom  
Date: \_\_\_\_\_

Written recommendations will be forwarded when written and approved.

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

**PUBLIC SAFETY RADIO COMMUNICATIONS**

**Purpose of Request**

The FY2014 Town Meeting funded a comprehensive communications study on the current police, fire and public works radio communications infrastructure. I propose funding to implement the strategic and specific recommendations made in order to bring our radio communications up to current recommended specifications.

**Project**

The project will fund communications equipment such as dispatch consoles, control stations, microwave and radio transmitters, receivers, antennas, voters, repeaters and other equipment to include licensing, engineering and site work. The Police and Fire will improve on existing systems while the DPW will require a new and updated network.

**History**

Pending

**Notes**

Pending

# Boxborough Public Safety Radio Communications

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## SCOPE OF WORK

### **MISSION**

The goal of this project is to evaluate the current police, fire and public works radio communications in the Town of Boxborough. To determine the current and future needs of the public safety communications and to present Strategic and Specific Recommendations to assure and improve the safety of the public and those who provide those emergency services within an efficient and cost effective communications system.

The most important link in the chain of mitigation of emergency incidents is the emergency communications and dispatch system. The time required to receive notification of an emergency, process that information, and dispatch the proper equipment and personnel to the incident, sets the tone for the ability of the responders to be able to successfully control and mitigate the incident. The driving force behind this project and all recommendations made is to address the primary question: **“What is in the public’s best interest?”**

### **NEEDS ASSESSMENT REPORT**

The selected consultant will provide us with a thorough assessment of our communications needs and requirements. The consultant should interview key personnel to document the performance and deficiencies of the current communications system, and identify the features, functions and system performance required to support the end users. A Needs Assessment Report should be developed to document the findings of the needs assessment, present upgrade options, and provide budgetary cost estimates.

### **TECHNICAL INVENTORY REPORT**

The selected consultant will provide an inventory and assessment of the current communications infrastructure identifying all equipment and components of Boxborough’s Communications equipment. Each component will be will be evaluated and identified including but not limited to:

- Make/Model
- Age
- Location
- Purpose
- Lifespan
- Known Issue
- Identified Issue
- Recommendation

### **RECCOMENDATION**

The final consultant report will include the needs assessment and technical inventory reports along with recommendations for repairs, upgrades and infrastructure additions. These recommendations will include all facets of the infrastructure including but not limited to the antennas and their current and future placement, propagation studies, transmitters, receivers, networks, consoles, cabinets, mounts, software and all other components of an effective and reliable radio communications system. The recommendations will specifically address backups and suitable interoperability between all Town departments and their respective partners in public safety. The final report will provide reasonably accurate budgetary cost estimates using

# Boxborough Public Safety Radio Communications

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## SCOPE OF WORK

the State of Massachusetts contractual pricing for labor and materials to fund these recommendations.

## SYSYEM OVERVIEW

Boxborough's Public Safety Dispatch exclusively serves as the main point of contact for:

- Boxborough Police using a VHF frequency with one primary transmitter and two receivers that are voted by equipment located at the Police HQ.
- Boxborough Fire primarily using a low band frequency with one main transmitter. The Fire Department is also licensed for a UHF frequency that is used to rebroadcast by means of a cross band repeater at a secondary site. The Fire Department intends to migrate all communications to the UHF band. Fire Department portable radios communicate on a UHF band to vehicular repeaters that rebroadcast to the low band.
- The Department of Public Works utilizes low band mobile radios only. Their license status needs to be determined.
- The Communications Center is equipped with two work stations and two different consoles. Several mobile radios serve as their back up and means to communicate with mutual aid over a spectrum of frequencies.

## PROCUREMENT PLANNING AND VENDOR SELECTION

The Consultant will assist with selection of an upgrade option and development of project plans and budgets. They will prepare technical specifications, Requests for Proposals, and other procurement documents necessary to support our procurement process. The consultant will further assist as needed with the fair evaluation of proposals, final vendor selection, and contract negotiations.

## IMPLEMENTATION AND SYSTEM ACCEPTANCE

The Consultant will support design reviews, verify conformance with specifications, and serve as our technical representative throughout implementation. They will also oversee system testing and final acceptance.

## CONTACT

Warren B. Ryder

Chief of Police

978-264-1751

[Ryder@BoxboroughPolice.com](mailto:Ryder@BoxboroughPolice.com)

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

General Information

Department: **POLICE** Date: **January 6, 2014**  
Contact Person: **Warren B. Ryder** Title: **Police Chief**  
Phone: **978-264-1751**

Special Appropriation Request: **REPLACE 10 XP COMPUTERS**

Anticipated Cost: **\$9,430.**

Please fill in the relevant information for your Special Article Request according to the following categories:

Equipment Purchase Information:

1. Recommended Acquisition Method:  Purchase  Lease  Lease/Purchase

2. Number of Similar Items in Inventory:

3. Purpose of Expenditure (check as appropriate):

- |   |   |
|---|---|
| <input type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Present Equipment Obsolete       |
| <input type="checkbox"/> Replace Worn-out Equipment | <input type="checkbox"/> Reduce Personnel Time            |
| <input type="checkbox"/> Expanded Service           | <input type="checkbox"/> New Operation                    |
| <input type="checkbox"/> Increased Safety           | <input type="checkbox"/> Improve procedures, records, etc |

4. Estimated Use of Requested Item(s):

Weeks per year (Approximate months if seasonal):

Estimated useful life in years:

Average days used per week:

Average hours used per day:

5. Anticipated Cost:

Purchase price or annual rental \$

Plus: Installation or other costs \$

Less: Trade-in, other discount \$

Total purchase or annual rental cost \$

6. If this is to replace equipment, please list the following:

Item: Make: Age:

Current Maintenance Costs:

7. Recommended disposal of replaced items:

Trade-in  Sale

Possible use by other departments (list):

Other (please specify):

8. Additional Comments:

**Town of Boxborough, Massachusetts  
Capital Outlay Special Article Request Form  
FY2015**

**Current Equipment and Building Maintenance Information**

1. Equipment or Building:
2. Maintenance to be Performed:
3. Rationale for Maintenance:

**Land Purchase Information**

1. Parcel Name:
2. Parcel Location:
3. Intended Town Use:
  - Conservation Uses
  - Open Space Affordable Housing
  - Municipal Uses
  - Active Recreation
  - Passive Recreation
  - Other:
4. Anticipated Costs:

Purchase Price	\$
Independent Appraisal	\$
Engineering Fees	\$
Legal Fees	\$
Other (explain below)	\$
Total Cost:	\$
5. Additional rationale, comments for purchasing this parcel:

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**For Administrative Use:**

- |   |   |
|---|---|
| Board of Selectmen                          | Finance Committee                           |
| <input type="checkbox"/> Recommends         | <input type="checkbox"/> Recommends         |
| <input type="checkbox"/> Does not recommend | <input type="checkbox"/> Does not recommend |

\_\_\_\_\_  
Signature of Chairman, BoS  
Date:\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman, FinCom  
Date:\_\_\_\_\_

Written recommendations will be forwarded when written and approved.

## **Observations and Questions Concerning the HRS Compensation Study, Position Classification Manual, and Individual Job Classifications**

**Jim Gorman, 9 January 2014**

### **Summary**

My general conclusion in reviewing the HRS Compensation, Classification and Benefits Study for Town-Wide Positions (Final Report of December 9, 2013) is that the consultant got it “mostly right”. The scoring system employed has it seems to me resulted, however, in several mis-classifications of positions, due I believe to some inherent (and not necessarily undesirable) biases in the scoring system and in a lack of appreciation for some of the actual job functions. What follows constitutes something that in my world would be considered fairly mild criticism, since “mostly right” is pretty good. The BoS must strive to get it more than “mostly right”, however, and I hope the selectmen consider what I have to say here, which is of course just my opinion. If I had a lot of time, I would have conducted scoring experiments with a few changes to the rules and point weightings, but though very simple in concept, it would take more bookkeeping time than I have available. I think the BoS can decide to change some position grades, where the majority thinks it makes sense.

What follows contains a number of questions and observations, some of which may be easily dispositioned and others perhaps not so easily. Essentially all of the observations carry the implicit question – “Is this the intended result of the classification or an unanticipated artifact?” I will be happy to discuss these points, questions and conclusions with other Selectmen, the Personnel Board and representatives of HRS when convenient for all.

### **Observations and Questions on the Compensation Study**

- On page 10 of the Final Report, the five kinds of basic information used in the process of reviewing jobs are indicated. Why is there not a category of “Intensity” or “Difficulty”, which is not in my opinion captured in the other categories, such as “nature of work” or “level of work”? What I am getting at here is that some jobs, mostly in public safety but also in a few others, have brief periods of high intensity (physical, emotional, intellectual) effort interspersed with long periods of activities that may be of a more routine nature.
- On page 11 of the Final Report, it is stated that HRS’ position analysis questionnaires (PAQs) and appropriate instructions were provided to the Town for any new positions. “The PAQ assists employees in describing their positions in detail.” Were any PAQs filled out either by employees or Town Hall management personnel in the course of the study? If so, can we obtain copies?
- Understanding that employees were not questioned about their job descriptions during this study, due to scope/cost limitations, did any Town Hall employee review the consultants’ position ratings and gradings for any or all of the positions evaluated? More importantly, did the department heads review the job classifications before they were

published? If so, did such Town Hall employee/Department Head review of job ratings/categories change any ratings or category placements? If there was no such review by Town personnel, why was this true?

- On pages 12 and 13 of the Final Report the 14 rating factors are described. The factors “Supervision Given” and “Supervision Scope”, and to a lesser degree “Complexity”, “Judgment and Initiative” and “Accountability” cover much the same ground, which I would broadly term “Administrative/Management Responsibility” with some interesting and some not so interesting nuances. The fact that several categories cover similar job responsibilities separately has the effect of magnifying greatly the importance of the “Administrative/Management Responsibility” attribute in the final scoring. As we will see later, this results in a skewing of the scores to favor the management/planning attributes of positions greatly over the operational/execution attributes. In my opinion, this is unwarranted. What is the rationale for parsing these basic functions into overlapping categories? In my opinion, at the very least, we could combine “Supervision Given” and “Supervision Scope” into one category and “Complexity” and “Judgment and Initiative” into another category, with the administrative/management content to some degree diluted out of the latter combined category.
- On the page in the Final Report titled “Comparison of Boxborough Pay – Current/New/Market Average, no market data is provided for “Chief of Elections”, “Part Time Dispatcher”, “Winter Recreation Director”, “Substitute Librarian”, “Veteran’s Service Officer”. Is there a semantic problem in the lack of collected data? For example, most Towns in Massachusetts have a Registrar or Chairperson of the Board of Registrars, for which there is some data. The annualized stipends for Registrar could be normalized by an estimated number of hours to come up with an hourly market rate for the “Chief of Elections”. Similarly most Towns have a Veteran’s Agent, with an annual stipend, that could be normalized to a market hourly rate. There is a considerable incongruity between the current Boxborough Veterans Services Officer and the new plan range of hourly rates, which some idea of a market range could help to resolve.
- As an observation, there are a number of individual job classifications with which I have some concerns. These concerns will be outlined in the sections below.

### **Observations and Questions on the Municipal Position Classification and Rating Manual**

- On Page 1 of the Classification and Rating Manual, the five categories and fourteen factors for which degrees of applicability are to be determined are outlined. As indicated above, there is significant overlap among the factors “Complexity”, “Supervision Given”, “Supervision Scope”, “Judgment and Initiative” and “Accountability”, which overlap tends to skew the subsequent ratings.
- Did anyone from Town Hall staff participate in the position evaluations?
- As a general observation, the effect upon scoring of the 14 different rating factors is related to both the number of degrees assigned to each rating factor and the point scores assigned to each degree, which point scores differ from one rating factor to another. Redressing perceived incongruities in the scoring system may therefore be accomplished

either by changing the number of degrees for a given factor or changing the point scores associated with the rating factor degrees.

- Another general observation is that the descriptions associated with each degree are tailored to the notion of a more or less steady state situation in the job performance; that is to say that what is described happens continuously or at least the vast majority of the time duration of job performance. This approach does not account the possibility (and in fact the probability) that for some jobs, the work experience is intermittent, with brief and infrequent periods of severe physical, emotional and intellectual stress alternating longer periods of relatively routine activity. A question then arises as to whether we should pay the position on the basis of the infrequent but intense periods of duress or on the basis of the longer periods of relatively routine activity. For several job categories, especially in public safety positions, it is sensible to pay the position for the brief periods of great intensity and difficulty, much as we pay fighter pilots and combat infantrymen for the brief and infrequent periods of conflict in which we need them to be most effective.
- For Rating Factor #1, there does not appear to be a sufficient degree or point score to account the physical environment experienced by firefighters (either call or full time) in the course of fighting fires or responding to accidents that may involve extremely hazardous environmental conditions (flame, toxic gas, chemical spills, explosions, etc.). This could be rectified by either adding degrees or increasing the point scores for the existing degrees.
- For Rating Factor #4, the degrees #5, 6 and 7 are insufficiently distinct or differentiated to justify the difference in score. The scores for problem solving are in general too low.
- For Rating Factor #6, I think there is a problem in that degrees 1, 2 and 3 are different in kind and not just degree from degrees 4, 5 and 6. Clearly the ratings greatly favor communication up and out in the organization, rather than down and across to citizens. While it is important for some employees to be able to communicate well outside the confines of Town Hall, it is I think equally important for public safety personnel to be able to communicate very well to citizens in what will likely be extremely stressful situations. This could best be resolved in my opinion by having degrees assigning high point values for interaction with citizens as well as the existing high point values for communication intra- and inter-governmental. It may also be wise to split the Rating Factor into one for interaction with citizens and another for interaction along inter- and intra-government lines.
- For Rating Factor #8, the allowable point values are too low for public safety personnel who must be willing to put themselves in harm's way in an operational sense as opposed to an environmental sense. This perhaps relates to the earlier observation indicating an under-appreciation for the value of positions in which highly intense and stressful situations occur intermittently and infrequently.
- For Rating Factor #9, degrees 4 and 5 should be swapped in my opinion, to account the fact that "studying trends in the field" and "devising new techniques for application to work" is a higher order function and in fact a prerequisite for the "managerial and administrative assignments". 5<sup>th</sup> degree here is essentially identical to 7<sup>th</sup> degree under "Supervision Given".

- Rating Factors #11 and 12 are nearly identical in the description of their degrees, with minor nuances. This has the effect upon scoring of double-counting the scores of the indicated attributes. One of these Rating Factors should be eliminated.
- 6<sup>th</sup> and 7<sup>th</sup> Degree descriptions for Rating Factor #13 are essentially identical to degrees 6 and 7 for “Supervision Given”, effectively triple-counting these attributes in the scoring.
- On Page 20 of the Position Classification and Rating Manual the points assigned to the different rating factor degrees are presented. In general, my opinion is that Factor #1 is greatly undervalued, Factor #2 is moderately overvalued, Factor #3 is moderately undervalued, Factor #5 is moderately overvalued and Factor #8 is greatly undervalued. These are of course my own value judgments, but at least arguable.

### **Observations and Questions on Individual Job Classifications**

- The Chief of Elections is responsible for conducting and validating the results of municipal, state and Federal elections. The scores are greatly undervalued in Customer Interaction, Judgment/Initiative and Accountability, and it is inconceivable that the position is rated below a Seasonal Maintenance Worker.
- The Part Time Dispatcher is greatly undervalued in several categories and in no way should be a grade lower than the van dispatcher, since the position is required to provide health and safety information to callers as well as vectoring public safety units to the reported emergency.
- The Call Firefighter/EMT provides lifesaving skills obtained as a result of considerable training to residents or others involved in accidents, fires or other mishaps, often at considerable risk to his or her personal health. It is inconceivable that the Call Firefighter/EMT should be in a lower grade than for example a DPW Semi-Skilled laborer.
- A Special Police Officer has a minimum of 335 hours of Police Academy training, is a sworn police officer with all police powers of a full time officer, carries a firearm on duty for the Town, and is empowered to employ a spectrum of force up to and including deadly force to keep the peace in the Town. The officer’s duties carry with them the infrequent but significant risk of bodily harm or loss of life. Furthermore, the Special Police Officer may suffer sanctions effectively destroying his or her career for errors in judgment. As with the Call Firefighter/EMT, it is inconceivable that the Special Police Officer is designated a grade lower than maintenance workers.
- The Call Fire Lieutenant, Captain and Deputy Chief deploy equipment worth millions of dollars in the aggregate and teams of firefighters whose proper direction results in minimizing loss of life and property in a wide spectrum of diverse emergency situations. Conversely if these call fire officers are ineffective in their job functions, preventable injuries, deaths and property losses may occur. Their ranking at the same grade or lesser grade than many other positions having far lesser skill, responsibility and accountability requirements is to me inconceivable.
- It seems to me that Grade 15 has too many positions in it, which result it seems to me follows from a systematic bias in the scoring system. In my opinion the Town Planner

and Town Treasurer are higher order positions than for example the Accountant and Assessor. To put it crudely, the Accountant counts the money subject to very tight procedural strictures from DoR while the Treasurer handles the money, making judgments that directly affect the Bond Rating, cost of borrowing and return on investments. All of the Grade 15 positions have scores in excess of 500, which is due to the scoring bias that values Management/Administration functions higher than Operational/Execution functions. Whether this is an intended artifact of the scoring or an unforeseen consequence I do not know.

- While the resolution of the Chief of Elections and public safety part-timers can I think be rectified by simply increasing their grades to the extent we deem reasonable, splitting the Grade 15 jobs is a bit of a conundrum. We could agree to move a couple of jobs to the currently unoccupied Grade 16, or perhaps move one or more jobs down a grade, which I realize has undesirable consequences.

### **Conclusions**

My basic conclusion is that the following jobs have been mis-classified with respect to neighboring positions in the grade structure presented.

- Chief of Elections – two or three grades too low
- Part Time Dispatcher - at least two grades too low
- Call Firefighter/EMT – at least one grade too low
- Special Police Officer – at least one grade too low
- Call Fire Lieutenant – at least one grade too low
- Call Fire Captain – at least one grade too low
- Call Fire Deputy Chief – at least one grade too low
- Town Planner – a grade too low in comparison with others in Grade 15
- Town Treasure – a grade too low in comparison to others in Grade 15

In my view, these mis-classifications are due both to a systematic bias in the scoring that values Management/Administration functions higher than Operational/Executive functions and an apparent lack of appreciation by the raters for the nature of several positions. The systematic bias that exists in the scoring may not be problematical for some as it is for me, and in fact may be seen as desirable. It seems difficult to argue, however, that the part time public safety positions should be scored so low, and I suspect that this is the result of the raters not understanding the actual jobs, which are perhaps different and more demanding in Boxborough's unique situation than they are in other municipalities. For example, in some Towns, Special Police Officers do not have full police powers as they do in Boxborough. To the extent that some of the mis-classifications are due to lack of appreciation by the raters of job content, the situation may have been ameliorated by Department Head reviews of the ratings prior to publication.





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**January 6, 2014**

Approved: \_\_\_\_\_

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; and Jim Gorman, Member

**ABSENT:** Raid Suleiman

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Amoroso called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall. He further noted that a videographer was not available so this meeting would not be recorded or broadcast.

**APPOINTMENTS**

- Millard Rose from Virtual Towns and Schools was back to discuss the re-design of the town's website. Of the three mock ups presented the consensus was to go with the one with different colored "buttons" that would become more intense when a user "moused-over" that function. There was discussion on the proposed color palette and borders. Mr. Rose reviewed the calendar options – five of the most recent upcoming events/meetings would be the default display with links to the full calendar. There was discussion as to what besides Town sponsored events might also be linked to this calendar. There was discussion as to search and filtering options that could be incorporated into the site's structure. Also discussed were the font-size viewing option and suggested criteria and procedures for a proposed "Items to Share" link. It was confirmed that most function buttons and the Homepage photo will remain consistent throughout the site. There was discussion on the project's timeline and the remaining tasks. Mr. Rose anticipates having a test site available by the end of January and confirmed that we were still on-track to go live in April.

*The Board took Agenda Items #7a & #6a, out of order.*

**NEW BUSINESS**

- Town Assessor, Ruth Anderson, was present to request that her hours be increased and for a Reserve Fund Transfer – Assessor Salary to address this increase. Assessor Anderson has been evaluating the department's records and processes since she was hired back in June. She outlined the Assessor's responsibilities; "best practices" and Dept. of Revenue (DOR) requirements. She has determined that numerous property files, specifically condominium units, are lacking required information. Further, in many instances the data seems to have not been verified and/or updated. She has also noted that gaps exist in the cylindrical real property inspection and re-evaluation schedules. Assessor Anderson has determined that she will need to commit additional man-hours to address these deficiencies; explaining what needs to be done to get the Assessor's office back on-track and how she intends to accomplish this. There was discussion as to what tasks are handled by outside consultants. The Selectmen determined that no action would be taken tonight on this request, but it would be discussed further at an upcoming meeting.

**OLD BUSINESS**

- The Selectmen re-opened discussion on the Compensation and Classification Study. Members of the Personnel Board were present. The Selectmen discussed their concerns – simple ones such as confusion with the use of "rate" and "degree" in various locations to identify the same thing; to more complex ones such as the metric used to determine a position's placement within the proposed classification schedule and that some placements may need to be further reviewed and possibly re-positioned. The Personnel Board noted they could not speak to the specifics of these concerns as they are not human resource professionals and that was why HRS was hired. They were also concerned that "taking apart" sections could damage the overall integrity of this proposed structure. It was determined that the Selectmen would email their questions/concerns to TA Shaw which would then be compiled and forwarded to HRS so they could address them. This discussion will continue at the next Selectmen's meeting and, if it is deemed necessary, TA Shaw will see if HRS is available to come back in. The Personnel Board was invited back next Monday to continue these discussions.
- No one asked to speak under Citizens' concerns.

## MINUTES

- Member Fox moved to accept the minutes for the regular session of December 16, 2013, as revised and the executive session, December 16, 2013, as written. Seconded by Member Gorman. **Approved 4-0.**

## SELECTMEN REPORTS

- Member Fox reported that he has met with Council on Aging Chair, Frank Powers, on the renewal of the Community Center lease. As the Selectmen responsible for this contract, Member Fox asked that he be the Selectmen's designate in this matter. He along with TA Shaw and CoA Chair Powers would negotiate terms with the UCC Church, and then bring back a final agreement for the Selectmen's review and approval.

He also reported that he has met with Chief Ryder to go over the preliminary Police Budget(s) numbers.

Member Fox reported that he continues to meet with TA Shaw and Chief Ryder on the Town's IT situation. They are working with Guardian to address several infrastructure issues including server environment failures. They have a rough outline/order in place and are expecting Guardian's formal proposal by the end of week.

There was discussion as to the continuing issues with broadcasting meetings and the staffing related issues. Member Fox explained what he has undertaken to get the system back-up. Once back up there can be a discussion of more long term solutions.

- Member Gorman reported that he attended the recent Well Being Committee meeting where the proposed charter was reviewed and revisions were made. There has also been discussion on a proposal for the Town to retain the services of a social worker.

He also reported that he met with Chief White for an initial review of the Fire budget. Member Gorman also reported on several capital items that Chief White intends to put forth for Town Meeting consideration over the next few years.

- TA Shaw noted that the presentation of the Build-out Plan and Open Space Plan are still on track for this spring.

There was also a brief discussion as to how "Obamacare" may impact the Town's current practices concerning healthcare insurance offerings. TA Shaw will investigate and will advise if further discussion is necessary.

## NEW BUSINESS (Continued)

- Member Fox moved to authorize the Chairman of the Boxborough Board of Selectmen to designate Robert Stemple as the Town's voting delegate at the MIA Annual Meeting to be held on January 25, 2014. Seconded by Chair Amoroso. **Approved 4-0.**
- Member Fox moved to call the annual town meeting, to begin on Monday, May 12, 2014, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting. Seconded by Member Stemple. **Approved 4-0.**
- Though not on the agenda, the Board reviewed an email from Library Trustee Chair, Mary Brolin, concerning the Friends of Whitcomb House's intention to dissolve their organization and their wish to donate their remaining funds to the Sargent Memorial Library to benefit the Town's senior residents. Town Counsel will be asked to review this proposal. There was discussion as to possible legal repercussions. This matter will be re-visited at the next Selectmen's meeting. Library Trustee Chair Brolin will be invited to participate in this discussion.

## CORRESPONDENCE

- There was discussion on the letter to the Mass. Dept. of Weights & Measures and that CBK Automotive has paid its outstanding taxes pursuant to TA Shaw's letter concerning the same.

## EXECUTIVE SESSION

- It was determined that there was no need for an Executive Session.

## ADJOURN

- The meeting was adjourned at 9:17 PM.



7a  
TOWN OF BOXBOROUGH  
TREASURER'S OFFICE  
VOICE (978) 264-1715  
FAX (978) 264-3127

[margaret.dennehy@town.boxborough.ma.us](mailto:margaret.dennehy@town.boxborough.ma.us)

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January 8, 2014

Board of Selectmen  
Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719

Honorable Members:

It is with much satisfaction after thirty years of service to the Town of Littleton and the Town of Boxborough that I announce my intention to retire effective May 30, 2014.

It has been a great privilege to work for the town and I'm very grateful to have had that opportunity.

Sincerely,

Margaret M Dennehy  
Town Treasurer





# ADMINISTRATION

# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator *MS*  
**Re:** Treasurer Search Team  
**Date:** January 13, 2014  
**Cc:** Finance Committee, Personnel Board

For your consideration on tonight's agenda is the formation of the search/interview team to fill the upcoming vacancy in the office of the Town Treasurer. Margaret Dennehy, who has dutifully served the town in the position for the last nine years, is planning to retire effective May 30, 2014. Margaret may have some flexibility to remain on board until the end of the fiscal year on June 30.

We wish Margaret all the best in her retirement, but she will be sorely missed. Margaret has been a valued member of the Town Hall staff and a skillful leader of our financial team. Among Margaret's many accomplishments are her adept borrowing strategies, which have enabled the town to avail itself of beneficial rates, her integral role in the upgrading of the Town's Standard and Poor's bond rating to AAA and her astute management of the town's funds.

I am planning to advertise the position on the websites of the Massachusetts Collectors and Treasurers Association (MCTA), Massachusetts Government Finance Officers Association (MGFOA), Massachusetts Municipal Association (MMA) and the Town, with an application deadline of February 14.

I recommend that a search/interview team be established to be comprised of:

- Board of Selectmen member,
- Town Treasurer,
- Town Administrator,
- Finance Committee member, and
- Personnel Board member.

I respectfully request that the Selectmen vote to approve the composition of the team at this evening's meeting. I would like to be able to conduct interviews the week of February 24, with a recommendation to be brought forward to the Board of Selectmen at the beginning of March. Assuming a May 30 retirement date, we are aiming to have someone on board by April 1, which will allow for a smooth transition into the position.

Thank you for your consideration of this matter.





**Internal Communications and Outgoing Communications**  
**January 13, 2014**

1. Copy of letter and Notice of Appearance from Town Counsel, Jonathan Eichman, Kopelman & Paige, dated December 18, 2013, to Clerk Land Court in the matter of Sweeney, etal v. Gorman, etal (ZBA) rds responding to a request for an Annual Report from the Sealer of Weights & Measurers, advising that Boxborough's population is under 5,000 and, therefore, does not have a "Sealer" of Weights & Measures.
2. Letter from Minuteman Advisory Group on Interlocal Coordination (MAGIC) Subregional Coordinator, Julie Conroy, accompanying a copy of MAGIC's FY 14 Work Plan.\*

\* Indicates that the item is included in the agenda packet as well as in the general notebook.



Acton - Bedford - Bolton - Boxborough - Carlisle - Concord - Hudson - Lexington - Lincoln - Littleton - Maynard - Stow - Sudbury

December 12, 2013

Selina Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719

Received  
12-23-2013

Dear Ms. Shaw:

The Metropolitan Area Planning Council (MAPC) is pleased to support the successful and active Minuteman Advisory Group on Interlocal Coordination (MAGIC). Funding for MAGIC activities comes from contributions from its member communities, as well as administrative funds from MAPC. Your Town's annual contribution helps MAPC provide coordination, training and technical services to MAGIC members and affiliates. With these generous funds over this past Fiscal Year (July 1, 2012 - June 30, 2013) we were able to implement the second shared Regional Housing Services collaborative for the Subregion; complete a subregional greenspace mapping effort; hold another successful legislative breakfast, and move into the planning and action stage for the Comprehensive Agricultural Planning Program. In addition, we held numerous trainings and workshops on critical subregional issues such as smart growth and use of green infrastructure, water infrastructure financing, and climate change mitigation and adaptation.

Based on last year's successes, we have created a robust work plan for Fiscal Year 2014 (attached) to develop and implement projects such as planning assistance for economic development; climate adaptation technical assistance; educational materials on stormwater new permit requirements, recycling/compost practices and new rules, and water conservation practices; and critical Smart Growth Tools including a Regulatory Self-Assessment Checklist, town-by-town zoning and bylaw review, and a spring Smart Growth Symposium with the Metro West Growth Management Committee. Additionally, this funding will allow MAPC staff to work with communities through initiatives such as the District Local Technical Assistance program. MAPC greatly appreciates your continued support of MAGIC. I look forward to continuing to work with you this year!

Sincerely,

Julie Conroy, AICP  
MAGIC Subregional Coordinator





**MAGIC Fiscal Year 2014 Work Plan**  
Effective July 1, 2013 - June 30, 2014

*Effecting Positive Regional Change*

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metropolitan Boston. MAGIC is comprised of representatives from thirteen municipalities: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

**Purpose of the Work Plan**

The purpose of this document is to establish goals and objectives for the MAGIC Subregion, broadly, with regard to land use planning and municipal governance. In particular, this work plan will attempt to identify issues of subregional concern and priorities, outline potential planning projects for the Subregion to undertake and funding sources available, propose workshop/meeting topics and a schedule for meetings and events, establish an outreach strategy to encourage membership diversity, and provide active direction on a yearly basis.

**MAGIC Mission Statement:** The primary function of MAGIC is to promote inter-municipal cooperation to solve common issues.

**Goals**

1. Be an effective forum for the exchange of information on the focus areas and increase the knowledge and membership base of its participants.
2. Promote Smart Growth and sustainable development across the subregion, particularly in keeping with the MetroFuture Regional Plan.
3. Better engage its member communities in their capacity as part of the subregion to help carry out the stated goals of the MetroFuture Regional Plan and the State of Equity Plan regarding equity and diversity.

**Objectives**

1. Garner greater participation from a wider group of people within our communities by offering additional and different programs targeted to relevant audiences.
2. Plan for dynamic workshops and training opportunities of interest to Subregional Members.
3. Develop standards for growth within Priority Development Areas while increasing land protection, creating working farms, and clustered homes to preserve traditional landscapes.
4. Provide a forum to discuss potential development projects in the Subregion and the incorporation of Smart Growth and Low Impact Development principles.
5. Improve and develop effective procedures and mechanisms for written decision-making in response to MEPA, TIP, developments of regional impact, legislative and other filings and comment letters.

**Projects**

In FY 2014, MAGIC expects to pursue projects using the MAGIC special assessment (an annual support fee from member communities) as well as from other sources such as the District Local Technical Assistance (DLTA) program, the Unified Planning Work Program (UPWP, transportation planning monies from the Boston Region MPO), and various other grant, foundation, and technical assistance programs.

Potential projects to pursue include:

1. **Transportation:** Development of projects/initiatives looking at innovative ways to integrate existing transit services (school buses, Council on Aging vans, locally funded shuttles, private business shuttles, etc.) into a more coordinated public transportation system. Explore new active transportation movements such as walkways, potential such as the combination of rail trail and multimodal options (e.g. upgrades to existing transportation system).
2. **Agriculture:** Assistance from MAPC on implementation of the Action Plan developed for the MAGIC Agricultural Planning project. Completion of agriculture mapping (existing and potential), overlaid with open space areas.
3. **Smart Growth Projects:**
  - a. **Self Assessment Checklist** - Development of an efficient method of inventorying regulations/bylaws that may hinder Smart Growth development and achievement of MetroFuture goals and objectives.
  - b. **Planning Assistance** - Identification of regulations/bylaws related to smart growth and environmental sustainability (e.g. Wetlands, Stormwater, Site Plan Review, Zoning, etc.), as well as conflicting Master Plan guidance.
4. **Economic Development:** MAGIC will facilitate meetings and provide planning assistance for member towns in preparing economic development plans. This will include coordination and information sharing with other regional economic development and transportation planning activities such as I-495 Development Compact and the I-495 Growth District Initiative (Boxborough, Littleton, Westford).
5. **Renewable Energy Promotion:** With MAPC's assistance, MAGIC will explore policy and implementation issues around advancing alternative energy projects including, regional digesters, solar systems, geothermal, etc.
6. **Climate Change:** MAPC will provide technical assistance to implement specific action items from the Regional Climate Change Adaptation Strategy that are relevant to the Subregion.
7. **Educational Materials:** MAPC will assist with the development of public education materials that MAGIC communities can use regarding the following current issues:
  - a. **Nonpoint source pollution:** pollution from road run off/parking, fertilizer run off, other types of stormwater and public responsibility for stormwater management;
  - b. **Recycling Practices:** educational material - household hazardous waste & how to dispose; and
  - c. **Water Conservation and Pollution:** household chemical waste entering groundwater through septic systems.
8. **Publicity:** MAPC will work towards better publicizing what MAGIC is to the general public and stakeholders, and how our work is defined. Publicity and educational materials will be prepared. Town representatives will be requested to provide feedback regarding their feeling about the benefit of membership and participation. Discussions regarding branding for the subregion to highlight its unique quality will be prepared.
9. **MAGIC Bylaw:** Review for consistency with new procedures, practices, schedule, etc.
10. **Legislative Action:** MAGIC members will work with MAPC staff to alert legislators of important legislative issues to the Subregion and assist with campaigns such Zoning Reform, transportation financing and improvement, District Local Technical Assistance, and Water Infrastructure Planning and Finance.

These projects were generated as a direct result of discussions begun at MAGIC meetings, direct suggestions from MAGIC members, and feedback from MAPC staff. During FY 2014, additional projects and uses for special

assessment funds may be identified, at which time the MAGIC Executive Committee and MAGIC Representatives will work with the MAPC MAGIC Subregional Coordinator to assess funding and resource availability.

## **Meetings**

During the FY14 year, MAGIC will hold two distinct meeting types: subregional meetings and workshops/trainings. Subregional meetings are regular meetings held to conduct subregional business and address current and upcoming issues affecting communities within the subregion. Workshops/trainings will be held separately in an effort to ensure that there is adequate time to effectively provide education and information exchange between MAGIC members, MAPC, and all regional partners. Each meeting type is described below with a tentative meeting schedule included. All meetings will be announced by the Subregional Coordinator via email and posted to the MAGIC webpage (<http://mapc.org/magic>) and the MAPC Events Webpage (<http://www.mapc.org/events>).

### **Subregional Meetings**

Subregional meetings are held to conduct regular Subregional business and to share information regarding particular issues. For example, each January a regular MAGIC meeting will focus on the Metropolitan Planning Organization's Transportation Improvement and Unified Planning Work Program due to funding deadlines. MAGIC meetings will be held on a bimonthly basis with workshops and trainings held on the alternate months when a regular meeting is not scheduled. The meetings will be held in a central location within the Subregion for maximum convenience for all attendees.

Accordingly, regular MAGIC meetings will be held on the FIRST THURSDAY of EVERY OTHER MONTH, in the AFTERNOON FROM 3:00 to 5:00 pm, as follows:

- July 11, 2013 (*Note the change from the First Thursday to the Second Thursday due to the observance of Independence Day on July 4.*)
- September 5, 2013 (*Refreshments: Concord*)
- November 7, 2013 (*Refreshments: Littleton*)
- December, 2013: Special Meeting – Town Administrator's Round Table
- January 9, 2014 (*Refreshments: Lexington*) *Note: date changed from Jan 2 due to New Years Day Holiday.*
- February 6, 2014; 9am: Special Meeting - Legislative Breakfast (*See special meetings section below for further details.*)
- March 6, 2014 (*Refreshments: Boxborough*)
- May 1, 2014 (*Refreshments: Acton*)
- June 5, 2014; 3pm: Special Meeting - MAGIC Workplan  
(*August - no meeting*)
- September 4, 2014; 3pm (*Refreshments: Maynard*)
- November, 6, 2014; 3pm (*Refreshments: Sudbury*)

Subregional meeting topics will depend upon current and upcoming issues that communities are facing. However each regular subregional meeting agenda will include time to discuss pending legislation relevant to the MAGIC subregion and how communities/residents can engage with their legislators, and the traditional community exchange of information. All subregional meetings will be held at the Concord Department of Planning and Land Management, **141 KEYES ROAD, CONCORD, MA 01742.**

### **Special Meetings**

Occasionally, MAGIC will call special meetings in order to accommodate topics that are time-sensitive. In the interest of minimizing special meetings, MAGIC will do its best to address special unforeseen action items at the beginning of forums or other special events when a regular meeting is scheduled. Special meetings are typically

held in the morning and varying locations, unless otherwise noted. Three anticipated special meetings that will occur in the FY14 year include:

1. Town Managers'/Administrators' Roundtable: December 2013.
2. Legislative Breakfast: MAGIC will host a legislative breakfast in early February, 2014. MAGIC will reach out extensively to ensure full legislator participation in the meeting. MAGIC always strives to increase legislative and subregional participation; therefore, the format of the breakfasts will engage participants in the legislative process with the goal of learning:
  - What are each legislator's current priorities and what are the potential outcomes?
  - What specifically will our legislators do to address current challenges in our region?
  - What can MAGIC do to assist our legislators?
  - How can MAPC help advance the interests of member communities on Beacon Hill?
3. June Special Meeting (Officer Election/Work Planning): June 5, 2014

### Workshops/Trainings

These meetings are offered to provide educational services to MAGIC members and ensure that there is an effective forum for information exchange. Presentations will be given by experts regarding the topic. Specific training sessions (e.g. GIS, Social Media) will be considered upon request (e.g. Massachusetts Citizen Planner Training Collaborative workshops). Proposed workshops for FY14 include the following (may change based on members expressed interests as the fiscal year continues):

- ✓ Water Management: Information regarding the state Sustainable Water Management Initiative (SWMI) and impending changes to the Water Management Act.
- Smart Growth Symposium (In partnership with MetroWest Growth Management Committee) – In three parts:
  1. Working Session to review example impending development proposals across the Subregions regarding their economic growth potential; as well as environmental impacts and transportation needs; and discuss the use of MAPC's Development Database to help planners track these developments.
  2. "Whether, Where, and How to Grow" (Consistency with MetroFuture) – Presentation to inform subregional planners about the importance of combining review and discussions about housing needs and economic growth with critical repercussion such as costs, natural resource impacts, infrastructure constraints, etc.
  3. Low Impact Development/Green Infrastructure: Joint presentation by MAPC Environmental Staff and leading private practitioners on critical tools needed to fully implement smart growth and sustainable communities' goals such as keeping water local, protecting surface and drinking water sources, and compliance with new EPA Clean Water Act permit requirements.
- Communication/Outreach: How to effectively communicate between committees/boards and departments; and how to design a public participation program that effectively communicates important messages to stakeholders, residents, and property owners. Use of social media and the development of outreach tools for remote, communication (i.e. web-based, cable television, etc.).
- Affordable Housing: Developing housing production plans, challenges faced in housing planning and development review, regional services needed.
- Healthy Communities Initiative: planning-orientated projects.

Workshops and trainings will be provided on the alternate months when a regular meeting is not scheduled, primarily in the evenings. Whenever possible, workshops will be held at a location where they can be televised on local cable. A proposed schedule includes, but may be subject to change:

- October, 2013: Sustainable Water Management (*Completed Oct. 25*)
- December, 2013: (TBD)
- April 3, 2014; 7pm: MetroWest/MAGIC Smart Growth Symposium

- July 10, 2014; 7pm: Communication/Outreach
- October 2, 2014; 7pm: Healthy Communities
- December 4, 2014; 7pm Affordable Housing

### **Open Meeting Law**

All MAGIC meetings are open to the general public. MAGIC meetings are subject to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18-25. As such meeting notices with agenda items are posted on the MAPC website at <http://www.mapc.org/publicmeetings> at least 48 hours in advance of MAGIC meetings. New MAGIC Representatives will receive, and must certify receipt of a copy of, the Open Meeting Law and any related regulation and educational materials prepared by the Attorney General. Meeting minutes will be kept on file at MAPC and made available upon request. Generally, meeting minutes will be posted on the MAGIC website although this is not a requirement of the Open Meeting Law.

### **Membership and Voting**

According to the Minuteman Advisory Group on Interlocal Coordination Committee Bylaws, each MAGIC community may have two representatives, one elected by that community's Board of Selectmen and one elected by that community's Planning Board. The one-year term for each representative begins with each fiscal year. MAGIC Representatives are strongly encouraged to attend monthly MAGIC meetings. If a decision at a MAGIC meeting requires a vote, each community has one vote. A quorum consists of MAGIC Representatives from one-third of the communities (5/13).

### **MAGIC Representatives for FY14:**

#### Acton

- Appointed by Board of Selectmen: **Mike Gowing, Board of Selectmen**
- Appointed by Planning Board: **Ray Yacouby, Planning Board Clerk**

#### Bedford

- Appointed by Board of Selectmen: **Mark Siegenthaler, Board of Selectmen**
- Appointed by Planning Board: **Sandra Hackman, Planning Board**

#### Bolton

- Appointed by Board of Selectmen: **Don Lowe, Board of Selectmen**
- Appointed by Planning Board: **Vacant as of Nov. 1, 2013**

#### Boxborough

- Appointed by Board of Selectmen: **Leslie Fox, Board of Selectmen**
- Appointed by Planning Board: **John Markiewicz, Planning Board**

#### Carlisle

- Appointed by Board of Selectmen: **Douglas Stevenson, Board of Selectmen Chair**
- Appointed by Planning Board: **Karen Andon, Planning Board**

#### Concord

- Appointed by Board of Selectmen: **K. C. Winslow, Resident**
- Appointed by Planning Board: **Marcia Rasmussen, Director of Planning**

#### Hudson

- Appointed by Board of Selectmen: **Michelle Ciccolo, Community Development Director (MAPC President)**
- Appointed by Planning Board: **Jennifer Burke, Planning Director**

#### Lexington

- Appointed by Board of Selectmen: **Hank Manz, Board of Selectmen**
- Appointed by Planning Board: **Richard Canale, Planning Board Chair**

#### Lincoln

- Appointed by Board of Selectmen: **Peter Braun, Board of Selectmen**
- Appointed by Planning Board: **Chris Reilly, Director of Planning and Land Use Permitting**

#### Littleton

- Appointed by Board of Selectmen: *Keith Bergman, Town Administrator*
- Appointed by Planning Board: *Don MacIver, Planning Board*

#### Maynard

- Appointed by Board of Selectmen: *Dawn Capello, Board of Selectmen Chair*
- Appointed by Planning Board: *Max Lamson, Planning Board*

#### Stow

- Appointed by Board of Selectmen: *Don Hawkes, Board of Selectmen*
- Appointed by Planning Board: *Karen Kelleher, Planning Coordinator*

#### Sudbury

- Appointed by Board of Selectmen: *Maureen G. Valente, Town Manager*
- Appointed by Planning Board: *Patricia Brown, Planning Board*

### **MAGIC Officers**

The MAGIC Executive Committee assists the Subregional Coordinator in the activities described above. In addition, the Chairperson appoints committees and insures that members carry out Committee directives. The Vice Chair positions support the work of the Chairperson. Each year, MAGIC elects a Chair and two Vice-Chairs. On July 11, 2013 MAGIC Officers for Fiscal Year 2014 were elected:

- Keith Bergman, Littleton Town Administrator: MAGIC Chair;
- Leslie Fox, Boxborough Selectman: First Vice Chair; and
- Mike Gowing, Acton Selectman: Second Vice Chair.

### **MAPC Staff**

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2014, the MAGIC Subregional Coordinator is Julie Ann Conroy, AICP; Senior Environmental Planner. The MAGIC Subregional Coordinator is responsible for working with the Executive Committee to ensure that the goals and objectives of the subregion are met. Generally, with the assistance from the Executive Committee, the Coordinator schedules meetings, prepares agendas, prepares workshops/trainings, maintains the subregional contact list, manages subregional accounting and budgets, provides technical assistance to communities, and implements subregional projects.

### **Outreach and Participation**

It is important to identify individuals and groups that can increase the diversity of those who participate in subregional meetings, programs and projects. Assistance from the Executive Committee and existing MAGIC members will be sought to identify these groups. A review of the existing MAGIC mailing list will be performed periodically to identify gaps in membership representation. MAGIC Representatives from each town are responsible for assisting in outreach and helping to identify individuals within their own community might want to attend MAGIC meetings, forums, and roundtables when the meeting topic is applicable to others. If possible, it is desired that more than one representative from each member municipality attend each MAGIC event. Meeting notices will be emailed to press contacts and legislators, and occasionally, will be announced with press releases.

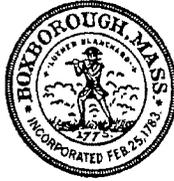
### **Communications**

Participants in MAGIC can stay informed about MAGIC activities including meeting notices and cancellations, as well as other opportunities and events of interest by emails sent through the MAGIC email distribution list. The list is open, anyone interested may email Julie Conroy, AICP, MAGIC Subregional Coordinator at [jconroy@mapc.org](mailto:jconroy@mapc.org) to join. The MAGIC website: [www.mapc.org/subregions/magic](http://www.mapc.org/subregions/magic) will be updated regularly.

### **MAGIC Bylaws**

The MAGIC Bylaws, adopted June 11, 2009, include additional details regarding the purpose of the committee, membership, officers and elections, meetings, and subcommittees. MAGIC Bylaws are available on the MAGIC website and upon request.

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**Minutes, Notices and Updates  
January 13, 2014**

**Minutes**

None

**Notices**

1. Notice of an Energy Committee meeting held January 8, 2014.
2. Notice of a Steele Farm Advisory Committee held January 9, 2014.
3. Notice of a Finance Committee meeting to be held January 13, 2014.
4. Notice of a Personnel Board meeting to be held January 13, 2014.
5. Notice of a Recreation Commission meeting to be held January 14, 2014.
6. Notice of an Agricultural Commission meeting to be held January 14, 2014.
7. Notice of a Housing Board meeting to be held January 15, 2014.
8. Notice of a Board of Selectmen – Contract Negotiating Team (Executive Session) meeting to be held January 16, 2014.
9. Legal Notice published on January 2 & 14, 2014 by the American Towers, LLC regarding construction at the telecommunications tower located at 335 Burroughs Road.

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**General Correspondence  
January 13, 2014**

1. Boxborough Museum's Schedule of dates – January – June 2014. #